

DELTA PROTECTION COMMISSION

14219 RIVER ROAD

P.O. BOX 530

WALNUT GROVE, CA 95690

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February 10, 1995

MEETING NOTICE AND PROPOSED AGENDA

OPERATIONS AND ADMINISTRATION SUBCOMMITTEE

Thursday, February 23, 1995

6:15 p.m.

Jean Harvie Community Center
14273 River Road
Walnut Grove, Sacramento County

1. Call to Order
2. Review Minutes of Last Subcommittee Meeting(attached)
3. Review Expenditures for January(attached)
4. Review Options for Minutes of Commission Meetings.

The Commission will adopt the Land Use and Resource Management Plan shortly. The Subcommittee advised staff that the minutes of the meetings should continue in the current, detailed summary format until after the Plan is adopted to ensure a complete record of the Commission's actions. The Commission meetings are now taped, through services provided by the Department of Water Resources. Distribution of the minutes is limited, mostly to the Commissioners and few who have requested copies.

5. Review Options for Preparation and Distribution of Adopted Plan.

Upon adoption, the Land Use and Resource Management Plan must be distributed. For the draft and the revised draft, the Subcommittee and Commission authorized fairly wide distribution at no cost (for the first copy, other copies were to be at cost). In addition, for the adopted Plan, staff would like to present options for preparation of an attractive, durable document.

6. Public Comments

2/10/05

DRAFT MINUTES
OF THE SEPTEMBER 22, 1994 MEETING OF THE
OPERATIONS AND ADMINISTRATION SUBCOMMITTEE

1. Roll Call. Present were Commissioners Fargo and Yates.
Absent: Commissioners McGowan and Ferreira.
2. Minutes of the Last Meeting. There were no comments on the minutes of the meeting of August 25, 1994.
3. Review of Expenditures for July and August. There were no comments on the expenditures for July and August.
4. Directions to Staff Regarding Selection of Consultants. Ms Aramburu reviewed the various options outlined in the Proposed Agenda (attached). After brief discussion, the Subcommittee members suggested that any Commissioner could serve as part of an interview panel for consultants and that the Commission should receive a full briefing on all applicants for any advertised contracts and the recommendation of the interview panel.
5. Adjourn. The meeting was adjourned at 6:30 p.m.

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September 9, 1994

To: Members of Administration and Operations Subcommittee
(McGowan, Fargo, Ferreira, Yates)

From: Margit Aramburu, Executive Director

Subject: Meeting of Subcommittee, Thursday, September 22, 1994
at 6:00 p.m.

Proposed Agenda:

1. Roll Call
2. Minutes of Last Meeting (attached)
3. Review of Expenditures: Months of July and August. (attached)
4. Directions to Staff Regarding Selection of Consultants. The FY 94-95 budget includes contracting with other governmental entities perform work for the Commission. Staff in not proposing to hire any private consultants. Staff is requesting input from the Administration and Operations Subcommittee as to desired process and procedure for: (1) preparing Request for Proposal; (2) advertising for RFPs; (3) interviewing potential consultants; and (4) making a recommendation to the full Commission for selection.

Staff could prepare RFP and circulate to State agencies and other public entities.

Staff and committee could review RFPs and select entities to interview.

A committee could interview the candidates; committee could include: one member of Administration and Operations Subcommittee, Executive Director, expert in the area from an agency that is not bidding on the contract, a staff person from Department of Conservation, the agency that handles the Commission's financial, administrative and personnel matters; and a staff person from State Lands Commission's GIS program. Committee could recommend consultant to full Commission for contract.

Committee could evaluate consultant work at key points in time/contract.

5. Set Next Meeting/Adjourn.

Transaction Report
1/1/95 Through 1/31/95

2/10/95
Delta PC 93.94

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Date	Num	Description	Memo	Category	Clr	Amount
BALANCE 12/31/94						235,287.04
1/4/95		General Services		SPI Charges		-8.10
1/4/95		General Services	Course	Training		-201.00
1/4/95		General Services	Supplies	Office		-36.61
1/4/95		Pitney Bowes	Supplies	Postage		-52.51
1/4/95		Stockton Record	Advertising	Ads		-30.37
1/4/95		Stockton Record	Newspaper	Subscription		-39.95
1/9/95		GTE	Phone Charges	Utilities		-357.96
1/9/95		SMUD	Electricity	Utilities		-32.49
1/9/95		General Services	Contracts Advertising	Ads		-31.50
1/23/95		Debby Eddy	TEC	Travel		-71.97
1/23/95		Reming	Repair for FAX			-130.55
1/24/95		Stockton Record	Advertising	Ads		-19.10
1/26/95		Sacramento Bee	Advertising	Ads		-27.46
1/26/95		Health and Welfare Center	CalStars Report			-79.88
1/27/95		Margit Aramburu	TEC	Travel		-183.13
1/30/95		Salaries & Wages				-11,059.45
1/30/95		Francis Brown	Rent	Rent Paid		-450.00
TOTAL 1/1/95 - 1/31/95						-12,812.03
BALANCE 1/31/95						222,475.01
TOTAL INFLOWS						0.00
TOTAL OUTFLOWS						-12,812.03
NET TOTAL						-12,812.03

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